



Town of Arlington, Massachusetts
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Minutes 12/10/2009

**Capital Planning Committee
Meeting Minutes
December 10, 2009**

In attendance were:

Steve Andrew
John FitzMaurice
Charles Foskett, Chairman
Nancy Galkowski
Steve Gilligan
Diane Johnson
Ruth Lewis
Anthony Lionetta
Barbara Thornton

* Denotes those not in attendance

- **Meeting Opened:** Charlie Foskett called the meeting to order. The meeting memorandum of December 3 was reviewed and approved. Nancy Galkowski handed out various materials to the Committee, including an updated 5 capital year plan, a debt service forecast, an updated report on capital balances and a 5 year financial plan. The next CPC meeting was set for January 7, 2010. Steve Gilligan noted that by 2021, 91% of the Town's current debt will be retired.
- **Facility Maintenance Planning:** Barbara Thornton presented a draft position statement on the initiation of a Maintenance Fund. This issue has been discussed long time. The overall concept is to establish steady source of funding for the maintenance of Town and School buildings along with a program for applying funds. The funds would be based on a percentage (say 2 or 3%) of the operating budget (similar to the way the capital budget is set). The source of funding would be created by carving out maintenance monies from what would otherwise be in operating budgets. This will require agreement between the Town Manager and the School Superintendent. Funds would be overseen by a single group. The suggestion was made to define what would be a maintenance item vs. a custodial item vs. a capital item. Barbara Thornton and Diane Johnson will collaborate on advancing this concept.
- **Skid Steer Request:** Nancy Galkowski presented a request from John Bean to purchase a second Skid Steer (\$22k) out of residual balances from recent equipment purchases. The Skid Steer would be used to clear snow from sidewalks / corners / ramps. The remaining portions of the residual balances would be swept from the plan. The CPC voted to approve this request.
- **Park Requests:** Tony Lionetta and Steve Gilligan reported on Park Request. (written report provided). Highlighted comments / questions are as follows:

- Request for Wellington Tennis Courts (\$525K) seems high.
- Relative to request for funds for safety improvements, there is support for this concept, however there is a question whether the \$150k for the Peirce School turf replacement meets this intent and whether there is a cost effective solution to the problem. (Also, there is a question on the high amount requested)

- **Overall Budget Review:** Charlie Foskett reviewed the overall budget status using the debt service schedule, draft financial plan and the draft capital plan. While there is a surplus in FY 2011, there are negatives in the out years.
- **DPW / School Truck Request:** Tony Lionetta will check with John Bean on apparent overlapping request by both departments for a vehicle. Also, schools want a pick up truck rather than the dump truck suggested by DPW.
- **Further Discussion - Fire Department Equipment Requests:** Jon Cole, Chair of the PBC and Chief Jefferson joined the meeting. As requested, the Chief recently provided an inventory of department vehicles. The CPC requested that this inventory be modified so that vehicles would be given a unique number and that future vehicles would be logged onto the list on a consecutive basis with retired vehicles retaining their original numbers.

It was suggested that the Chief add the other kinds of equipment (such as defibrillators) to the list. There was discussion about the actual useful life of equipment vs. the manufacturers recommended life. Additional information was requested on this.

- **Further Discussion - Fire Stations:** CPC expressed its concern over the seemingly ever increasing cost of the Stations. Relative to the Highland Station, Jon Cole noted the added cost of renovating a historic building and the high cost of lowering the floor to house the apparatus. The current request for Highland was submitted at \$4.2 million. The CP has already provided over \$300k for design and had an item for \$200k for the temporary housing of apparatus during construction. Both of these costs are included in the \$4.2. Accordingly the request of \$4.2 million will be reduced to \$3.8 million. This is about \$400k more than previously planned.

Relative to Central, the emergency amount of \$1 million was discussed. Jon Cole outlined the need for this work. This repair work will be permanent and will reduce the planned cost of \$5.2 million, although not dollar for dollar. Jon Cole was asked to provide an update on this future number to Nancy Galkowski. Jon Cole was also asked to breakdown costs to show cost for the various elements of the program (for example the cost of relocating administration to Central)

- **Coordination between CPC and PBC:** There seems to be disconnect on the communication of the \$'s assigned to building projects. CPC explained that it receives costs from the various departments and it does not develop them. Jon Cole expressed interest in being given the opportunity to be involved earlier in the process, rather than being asked to deliver a project after the budget has been set. A motion to require departments to consult with the PBC before submitting building requests to the CPC was tabled for discussion at the next meeting.
- **Next Meeting:** THURSDAY January 7 at 5PM.

Adjournment 9:00 PM

